



CITY OF DURHAM | NORTH CAROLINA

Date: June 3, 2015

To: Thomas J. Bonfield, City Manager
Through: W. Bowman Ferguson, Deputy City Manager
From: Chris D. Boyer, Assistant Director of General Services
Lori Blake-Reid, Facilities Operations Manager
Subject: Response to Council Member Question Regarding June 4th City Council Work Session Agenda Item 30: Elevator Services Contract

The General Services Department submitted an Agenda Item to approve an Elevator Services Contract for the June 4th Work Session. A City Council Member requested clarification of the recommendation and asked why maintenance on the new police headquarters elevators was included for the three year contract.

The intention is for there to be a seamless transition in customer service provided from the existing police building to the new one. The current facility has two elevators and the new one will have three.

The elevator services contract is proposed for approval for three years, ending June 30, 2018, at an amount not to exceed \$112,533.84. The service contractor will only be paid for services rendered, which were bid by the facility. When new police headquarters is completed, the amount paid will change from the existing headquarters quote for two elevators to the quote for three elevators at the new headquarters.

The most recent estimate of completed construction of the new police headquarters is March, 2018, with acknowledgement that completion could slip by a couple of months. The current estimated completion date, therefore, is during the latter part of the contract period.

The agenda item recommendation includes a motion to authorize the City Manager to execute a contract extension for an additional three years provided all contract requirements have been met prior to allowing for it. The price quoted for the new police headquarters elevator in year three of the contract would then be paid for an additional three years at the same cost per year if the contract is extended.

To add servicing of the new police headquarters later, staff would have to go back to both bidders on the original contract, ask for quotes on the elevators at all of the facilities included in the scope of work, and bring a recommendation for an amended contract back to City

Council. The existing service provider would have the opportunity at that time to increase the bid for services that would not occur if the contract were extended.

The contract scope of work includes required monthly safety inspections and monthly preventive maintenance that are necessary regardless of the age of the elevators and will not be included in the elevator warranty.

Staff does not recommend rebidding the contract in three years because the overall cost is likely to be higher for the work and the low bidder is a reputable company with whom we have had good experience over the years.